

**APPLICATION FOR AUTHORITY  
TO**

**OPERATE A CEMETERY**

*Submit this application at least 21 days  
prior to a scheduled Cemetery Board  
meeting for action.*

FOR VALIDATION ONLY

**Make remittance payable to State Treasurer.  
Send this application with your remittance to:  
Department of Licensing  
PO Box 9048  
Olympia, WA 98507-9048**

APPLICANT'S NAME (PRESIDENT OR MAJORITY SHARE STOCKHOLDER OF APPLYING CORPORATION)		
CORPORATION NAME		
CORPORATE ADDRESS		
DOING BUSINESS AS (NAME OF CEMETERY)		TELEPHONE NO. (     )
CEMETERY LOCATION		
CEMETERY MAILING ADDRESS		
DATE OF PROPOSED SALE	TYPE OF CORPORATION <input type="checkbox"/> For Profit <input type="checkbox"/> Non-Profit <input type="checkbox"/> Association <input type="checkbox"/> Private Corporation	DATE OF INCORPORATION
IS A NEW CORPORATION BEING FORMED? <input type="checkbox"/> Yes <input type="checkbox"/> No	WILL SHARES/STOCK BE OWNED BY A HOLDING COMPANY? <input type="checkbox"/> Yes <input type="checkbox"/> No   If yes, how many? _____	
PROPOSED CEMETERY MANAGER'S NAME		TELEPHONE NO. (     )
MANAGER'S ADDRESS		
BALANCE OF PRINCIPAL IN ENDOWMENT CARE FUND \$		ON (DATE)
AMOUNT OF UNFUNDED LIABILITIES TO ENDOWMENT CARE FUND, FOUND AMONG CEMETERY'S RECEIVABLES   \$		ON (DATE)
BALANCE OF PREARRANGEMENT TRUST FUND \$		ON (DATE)
AMOUNT OF UNFUNDED PREARRANGEMENT LIABILITIES FOUND AMONG RECEIVABLES OF CEMETERY, TO BE FUNDED UPON RECEIPT   \$		ON (DATE)

**Please explain any "no" answers to the following 12 questions on a separate sheet:**

- |  |  |
|--|--|
| 1. Are substantial changes in endowment care fund investments anticipated during the next 12 months? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Is a copy of the endowment care fund trust agreement attached?                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Is statement of fiduciary responsibility attached, signed by all endowment care fund trustees?    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Is applicant's statement of understanding of and agreement with Title 68 RCW signed and attached? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Is a copy of the sale agreement attached?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Is applicant's financial statement attached?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. Is a certified copy of articles of incorporation attached?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |



8. Is a copy of corporation by-laws attached? ☐ Yes ☐ No
9. Is completed authorization form for each bank reference attached? ☐ Yes ☐ No
10. If applicant is a foreign corporation, is evidence of qualification to do business in Washington attached? ☐ Yes ☐ No
11. Is completed endowment care fund report attached? ☐ Yes ☐ No
12. Is completed prearrangement trust fund report attached? ☐ Yes ☐ No

This application must be executed by the applicant or registered agent of the corporation involved, and the signature of the applicant or registered agent must be verified by a notary in the section below.

I hereby warrant that all statements made in this application are true and correct.

Signed at \_\_\_\_\_, in the county of \_\_\_\_\_, state of \_\_\_\_\_,  
on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ A.D.

Name of corporation: \_\_\_\_\_

**X**

\_\_\_\_\_  
*Signature of applicant or registered agent*

\_\_\_\_\_  
*Title*

This is to certify that the applicant \_\_\_\_\_ before me personally appeared and executed the within and foregoing instrument and acknowledged the said instrument to be a free and voluntary act.

Given under my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ A.D.

Notary public in and for the state of \_\_\_\_\_

Signature: \_\_\_\_\_ Residing at: \_\_\_\_\_

Notary's Name (*printed or stamped*): \_\_\_\_\_

My commission expires: \_\_\_\_\_

## INSTRUCTIONS FOR APPLICATION FOR AUTHORITY TO OPERATE A CEMETERY

**21 DAY REQUIREMENT** – In order that the application may be reviewed and distributed to Cemetery Board members prior to a board meeting, the board has directed that the application be on file at the Cemetery Board office at least 21 days prior to its next scheduled meeting. To determine the date of the next meeting, please call **(360) 664-1555**. If a considerable period of time will elapse between the filing of the application and the next board meeting, a provisional authority to operate can be issued provided the application meets a satisfactory initial review.

**Applicant's Name:** The applicant is the principal owner. Should no one individual be the principal owner, the chief executive officer of the corporation should be the applicant. The applicant is *not* to be a non-stockholding person. In the event that a holding company owns all or a majority of the stock, the chief executive or principal stockholder of the holding company should be named.

**Corporate Name:** Provide the name of the corporation that will operate the cemetery, and whether a new corporation is being formed or the old one will continue.

**Doing Business As:** Means the common or advertised name of the cemetery, i.e., Pleasant Valley Cemetery.

**Cemetery Location:** Give the actual street address or physical location.

**Cemetery Mailing Address:** If a post office box or corporate headquarters is to be the mailing address, so indicate.

**Date of Proposed Sale:** Enter the date the sale will occur and transfer of ownership will be effected.

**Type of Corporation:** Indicate whether it is "for profit" or "non-profit", and whether it is an association or private corporation.

**Date of Incorporation:** If a new corporation is being formed, provide the date of incorporation. If the existing corporation is being purchased, provide its date of incorporation.

**Is a New Corporation being Formed:** A Yes or No answer is needed.

**Will Shares/Stock be Owned by a Holding Company:** If a holding company is to own a portion or all of the shares/stocks, the number owned is to be disclosed. An example of a holding company: ABC Enterprises, Inc., which owns six other cemeteries, will own 50 shares of John Doe, Inc.

**Proposed Cemetery Manager's Name:** Provide name and address of proposed cemetery manager.

**Balance of Principal in Endowment Care Fund:** Provide the balance of principal in the endowment care fund (*not to include undistributed earnings*) as of the latest date possible. Example: if the date of proposed sale is April 1, and the application is submitted on March 5, the balance of the endowment care fund principal as of February 28 should be reported.

**Amount of Unfunded Liabilities to Endowment Care Fund:** If the purchase price includes existing receivables, give the total amount of unfunded liabilities to the endowment care fund.

**Balance of Prearrangement Trust Fund:** Report as in #12. The amount reported is not to include pending withdrawals.

**Amount of Unfunded Prearrangement Liabilities:** If your purchase price includes existing receivables, give the total amount of unfunded liabilities to the prearrangement trust fund found among receivables of cemetery. This represents 50% of the sales price for undelivered merchandise/services, or undeveloped lots, crypts, niches, or second rights of interment.

**1.** If in the foreseeable future (*12 months*), substantial changes are anticipated in the investment of endowment care fund assets, an explanation must accompany the application. Example: Fund is managed by National Bank Trust Department. Applicant expects to dismiss trust department and assume management of the fund.

**2.** A copy of the endowment care fund trust agreement must be attached. If such a trust agreement does not exist it is necessary that one be created prior to approval of this application.

3. A statement of acceptance of fiduciary responsibility is part of the application, and must be signed by all who serve as endowment care fund trustees.
  4. A part of this application is the applicant's statement of understanding of and agreement with Title 68, RCW. The statement highlights portions of the law that directly affect the affairs of a cemetery. Knowledge of the law is an important factor in applying for authority to operate a cemetery.
  5. A copy of the sale agreement for the purchase of the cemetery is to be a part of this application.
  6. Submit financial statement of applicant.
  7. Submit certified copy of articles of incorporation.
  8. Submit copy of corporation by-laws.
  9. Submit signed authorization form for each bank reference (*supplied with application*).
  10. If applicant is not a Washington State corporation, submit information requested.
  11. It is necessary that seller **and** buyer concur on the balance of the endowment care fund on a specific date, by signing the same endowment care fund report. As part of the application review process, Cemetery Board staff will conduct an on-site examination of all trust funds.
  12. As in item 26, if applicable, seller **and** buyer must concur on the balance in the prearrangement trust fund.
- This application must be executed by the applicant or registered agent of the corporation involved, and the signature of the applicant or registered agent must be verified by a notary.

**Should you have any questions concerning this application, please call the Cemetery Board office Monday through Friday, 8:00 – 5:00 for assistance. Telephone: (360) 664-1555.**